

Hall of Records  
Commission

# REQUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO.

C-3

PAGE  
NO.

1

1. Requesting Agency

MONTGOMERY COUNTY DEPARTMENT OF FINANCE

2. Division or Bureau of Requesting Agency

DIRECTOR'S OFFICE  
INSURANCE AND PROPERTY OFFICER

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

1.

**INSURANCE POLICY FILE**

This file relates to insurance policies taken out by the Montgomery County Government for coverage of fire, workman's compensation, comprehensive liability, etc.; also included are performance bonds that are not filed in Annapolis. There are presently seven policies a year; these are filed with endorsements and changes. The file is housed in a safe and occupies 1 linear foot (less than 1/2 cubic foot) for the period July 1950 to date. The annual rate of accumulation is 2 linear inches.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER EXPIRATION OF THE POLICY AND THEN DESTROY.

2.

**WORKMAN'S COMPENSATION CLAIMS**

Included in this file are the following forms, SF 1-1943 (8 1/2" x 11") Standard Form for Employee's First Report of Injury, and Form 108 C/30 (8 1/2" x 11"), State Industrial Accident Commission (Award) if disabled more than three days. The file also contains correspondence relating to claims. The material is filed alphabetically by name of claimant and is active until settled. It occupies 2 drawers (4 cubic feet) for the period 1949 to date. The annual rate of accumulation is 6 linear inches.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SETTLEMENT OF CLAIMS AND THEN DESTROY.

3.

**AUTO ACCIDENT REPORTS**

This file consists of an insurance company form, Report of Automobile Loss (8 1/2" x 11"), and correspondence from insurance companies relative to the reports of each accident involving County cars. All accidents must be reported. The file is active until settlement.

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

APR 6 1954

Date

Archivist

APR 13 1954

Date

Secretary

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by insurance company or County Insurance Officer. The Report of Automobile Loss is filed in triplicate, the original and one carbon is sent to the insurance company and the remaining carbon is retained by the County. The material is filed alphabetically by name of County employee driving the car at the time of accident and covers the period 1948 to date. The file occupies less than ~~1 1/2~~ <sup>2</sup> ~~1 1/2~~ cubic foot and the annual rate of accumulation is 6 linear inches.

1958

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SETTLEMENT OF CLAIM AND THEN DESTROY.

4.

HOSPITALIZATION CLAIMS

This file consists of correspondence (generally 8 1/2" x 11") relating to claims by employees on Group Hospitalization policy. This coverage is held by the Connecticut General Insurance Company. Premium payment for this policy is borne on a 60-40 basis with the County bearing 60% and the employee 40%. The file also contains copy of check issued in settlement by the insurance company. The material is filed alphabetically by name of claimant. It occupies ~~2~~ cubic feet for the years 1949 to date and the annual rate of accumulation is 1/2 cubic foot.

SEVEN

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SETTLEMENT OF CLAIM AND THEN DESTROY.

5.

GROUP HOSPITALIZATION FILE

This file covers reports concerning employee's participation in the Group Hospitalization Plan (Connecticut General Insurance Plan). Contained in the file are reports of new employees and reports of cancellations. The reports, which measure 8 1/2" x 11", are prepared monthly by the Insurance Officer. The file is arranged chronologically for the years 1949 to date. It occupies approximately 1/3 of a file drawer (less than 1/2 cubic foot) and the annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6.

LIABILITY INSURANCE CLAIMS

This file consists of correspondence only (generally 8 1/2" x 11") and relates to claims filed against the County, whether or not covered by insurance. The material is filed alphabetically by name of claimant. It occupies less than 1/2 cubic foot for the years 1948 to date. The annual rate of accumulation is about 60 cases per year.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SETTLEMENT OF CLAIM AND THEN DESTROY.

INSURANCE-RECORD CARD

This is a 3" x 5" card prepared by the Insurance Company (Group Hospitalization) to show participation of the individual employees in the group program. Individual cards are prepared for each new

Approved  
Hall of Records  
Commission

55-45

3 file drawer

APPROVED BY  
BOARD OF PUBLIC WORKS  
APR 13 1954  
Approved  
Hall of Records  
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22	<p>participant from the report of additions submitted by the Insurance Officer (see Item 5 of this schedule). The active file, which is arranged in alphabetical order by name of employee, represents all employees currently participating in the program. The file is divided into two sections, one for the Police Department and the other for all regular employees in the County. The present accumulation is about <math>\frac{3}{4}</math> linear inches (<math>\frac{1}{2}</math> cubic foot). The annual accumulation is approximately <math>\frac{1}{2}</math> linear inch.</p> <p>RECOMMENDATION: RETAIN IN ACTIVE FILE WHILE CURRENT AND THEN RETIRE TO INACTIVE FILE FOR ONE YEAR OR UNTIL CARD IS THREE YEARS OLD, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
8.	<p><u>CLAIMS BY COUNTY</u></p> <p>This file consists of correspondence (8<math>\frac{1}{2}</math>" x 11") relating to damage to County property. The file also contains the release when payment is received on settlement of claim. The material is arranged in alphabetical order by name of individual damaging property. The file occupies 2 linear feet (<math>\frac{1}{2}</math> cubic foot) for the years 1950 to date. The annual accumulation is approximately 6 linear inches (less than <math>\frac{1}{2}</math> cubic foot).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SETTLEMENT OF CLAIM AND THEN DESTROY.</p>	<p><i>Approved</i> <i>Chief of Records</i> <i>Commission</i> 1958</p>
9.	<p><u>RECORD OF TAX SALE PROPERTY</u></p> <p>This record consists of an unnumbered form (8<math>\frac{1}{2}</math>" x 11"). A separate form is prepared for each piece of property purchased by Montgomery County at tax sales; the data is obtained from the Tax Sale Ledger and Journal. Identifying information concerning the property (date of purchase, purchase price, square feet, liber, folio, plat number, improvements, topography, etc.) is shown on the form. The forms are filed in two binders, one for property currently owned by the County; the other for property purchased by the County but which has since been sold. The records, which are filed by Election District, generally date from 1950 (at which time this file was started); however, there are a few records dating back to 1931 covering early purchases which have not yet been redeemed. The total accumulation to date is 2 linear inches. The annual accumulation is small.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p><i>Approved</i> <i>Chief of Records</i> <i>Commission</i> APR 13 1954 Secretary</p>
10.	<p><u>RECORD OF COUNTY OWNED REAL ESTATE</u></p> <p>This record consists of an unnumbered form (8<math>\frac{1}{2}</math>" x 11"). (This is the same form as used in Item 9, Record of Tax Sale Property.) The record covers County owned real estate other than tax sale property. Data for recording each piece of County owned property includes date of purchase, purchase price, square feet, liber, folio, plat number, improvements, topography, etc. The record was initiated in 1953 and is filed by Election District. Material is contained in two binders and consists of a total accumulation of about 2 linear inches. The annual accumulation is small.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p><i>Approved</i> <i>Chief of Records</i> <i>Commission</i> APR 13 1954 Secretary</p>

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11.	<p><u>DEEDS TO COUNTY PROPERTY</u> All deeds to County owned property are assembled in this central file. There are approximately 6 document drawers (2 cubic feet) of deeds to property purchased at tax sales and 2 document drawers (1/2 cubic foot) of deeds to property purchased for County use - a total of 2 1/2 cubic feet. The deeds are folded to fit the document drawers. All deeds, regardless of date property was acquired, are kept in this file. The annual accumulation is approximately 4 to 5 linear inches (less than 1/2 cubic foot).</p> <p>RECOMMENDATION: RETAIN IN ACTIVE FILE WHILE PROPERTY IS OWNED BY COUNTY; WHEN SOLD RETIRE TO INACTIVE FILE FOR THREE YEARS AND THEN DESTROY.</p>	<p>Approved Hall of Records Commission</p> <p>To 10</p>
12.	<p><u>FURNITURE AND EQUIPMENT INVENTORY CARD</u> The inventory record is maintained on a 3" x 5" unnumbered form. The card provides for recording a description of the furniture or equipment, the manufacturer's name, serial number and model number, date of acquisition and purchase price, present location and tag number (number assigned by Property Officer at time equipment is placed in use). Provision is also made for a seven digit code number for description of equipment. The cards are maintained in two complete files, one for equipment and office machines; the other for automobiles. The cards for equipment and office machines are filed by tag number while the cards for automobiles are filed by department and car number. The file, which was started in 1950, occupies 6 1/2 3" x 5" file drawers (1 cubic foot). The annual accumulation is 6 linear inches.</p> <p>RECOMMENDATION: RETAIN IN ACTIVE FILE WHILE CURRENT; WHEN EQUIPMENT IS DISPOSED OF PLACE CARD IN INACTIVE FILE FOR THREE YEARS AND THEN DESTROY.</p>	<p>Approved Hall of Records Commission</p>
13.	<p><u>ESCROW AND CONTRACTOR'S BOND FILE</u> This file contains bonds executed by bonding companies and receipts for money placed in escrow. The bond or money was required by the County at the time a permit was issued for the construction of a street, road or driveway. The material is filed alphabetically by name of person under bond or depositing money. The file for the years 1951 to date occupies 2 legal size file drawer of active material and 2 legal size drawer of inactive material (a total of 4 cubic feet). The annual accumulation is approximately 2 legal size drawer (4 cubic feet). No material will be destroyed immediately upon approval of this recommendation.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER COMPLETION OF STREET, ROAD OR DRIVEWAY AND THEN DESTROY.</p>	<p>Approved Hall of Records Commission</p> <p>RECEIVED BY BOARD OF PUBLIC WORKS</p> <p>Date ..... APR. 13. 1954</p> <p>Secretary</p> <p>Non-need any other work</p>